

LAPTOP RESERVATION FORM
Montana Secretary of State's Office

Directions: Please print, fill out and sign a hard copy of this form, and submit to your supervisor. Supervisors: Please submit to IT Manager upon approval.

Name: _____ **User ID:** _____

Phone: _____ **Location:** _____

Request for:

- ☐ Laptop
- ☐ Projector

Requested Reservation Dates: From: _____ To: _____

Supervisor's Name: _____

Supervisor's Phone: _____

Business Reason for Usage:

I will be transporting this laptop to the following locations:

I have thoroughly read and understand the Laptop Loan Policy.

I acknowledge that this equipment is property of the Secretary of State's Office. And as such, I will not alter it in any way, including but not limited to, loading additional software, servicing the hardware, altering the internal executable files, or exposing it to extremes in temperature.

Failure to comply with the above-mentioned requirements may cause damage to this equipment. I also acknowledge that damage sustained by the equipment while in my possession will be noted and furnished to my manager or supervisor.

I further acknowledge that my supervisor may be notified if the equipment is not returned by the day scheduled.

Borrower Signature: _____

Supervisor Signature: _____

IT Unit Member Signature: _____

Today's Date: _____